

D R A F T
5 June 1979POLICY AND PROCEDURES OF THE MP CAREER SUB-GROUP
FOR SELECTING CAREERISTS FOR CONVERSION
FROM NON-PROFESSIONAL TO PROFESSIONAL STATUS1. Policy

It is the policy of the MP Career Sub-Group to give all its non-professional careerists the opportunity to be considered for progression to professional status. Careerists who have an interest and desire to advance to the professional level may demonstrate the sincerity of their interest and ability to progress by performance, applying and participating in available training, and enrollment in college or university programs in a field related to personnel management.

2. Consideration for Professional Statusa. Education and Training

A four year college degree is preferred; however, consideration will be given to a minimum of two academic years of education in a recognized college or university, and current enrollment in a college program on a full or part-time basis. Appropriate experience may in some instances apply as equivalent to formal education; however, selected candidates will be expected to pursue academic training leading to a baccalaureate degree. Candidates must be willing to participate in training programs conducted by OTR, other government agencies, and professional organizations.

b. Experience

Current and past assignments in personnel and related fields will be carefully reviewed. However, normally applicants will not be considered until completion of a minimum of one year as a Personnel Careerist. Fitness reports and other official documentation evaluating the applicant's performance and potential will be used during the selection process. Applicants will be judged on evidence of performance or potential performance in such personnel areas as follows:

- (1) Ability to communicate clearly and concisely, both orally and in writing, on personnel matters;
- (2) ability to perform basic research and conduct analytical studies;
- (3) ability to understand and evaluate personnel problems and propose appropriate solutions;
- (4) ability to counsel employees on personnel and job-related problems such as promotions, assignments, training, supervisory matters, etc., and give professional advice and guidance concerning methods, procedures, etc., for the solution of such problems;
- (5) ability to advise and guide operating officials on personnel management matters, including reorganization of staffing complements, appropriate position management and grade structure, and promotion and reassignment procedures;

(6) ability to apply methods and procedures for the most effective and efficient processing of personnel to and from foreign and domestic field assignments, etc.;

(7) ability to interview and evaluate clerical, technical, and/or professional applicants against existing requirements.

c. Testing

Individuals applying for professional status will be required to complete the Professional Employee Test Battery (PETB) administered by the Psychological Services Staff of the Office of Medical Services.

The Psychological Services Staff will be requested to evaluate each individual's ability and potential in such areas as oral and written expression, analysis and evaluation, research, interpersonal relationships, supervision, etc.

d. Interviews

Each individual who meets the requirements listed in a, b, and c above will be interviewed by the Career Management Officer and by members of the Personnel Career Board and/or appropriate Panel. The Career Board/Panel will make its recommendations for selection to the Head, MP Career Sub-Group.

3. Selected Candidates

Those candidates selected for conversion to professional status may remain in their current assignments or be assigned to other positions dependent on the Career Service needs at the time of selection and the developmental opportunity afforded. In some instances, individuals will be required to participate in all or part of the orientation

and training program for new Personnel Officer-Trainees. This training would be modified on the basis of the individual's past experience. Those selected for professional status should understand that throughout their careers they may be assigned to positions in various locations in the D.C. metropolitan area based upon the needs of the Career Sub-Group. All careerists are considered on a competitive basis for promotion, reassignment, training, etc.

If for one reason or another, such as marginal or unsatisfactory performance, job dissatisfaction, unwillingness to accept an assignment, etc., remedial action becomes necessary, such action, depending upon the circumstances of the case, may include counseling, reassignment or in the more severe cases, downgrading and/or removal from the program.

4. Submission of Application

MP Careerists, GS-05 through GS-09 (excluding those careerists who were accepted into the MP Career Sub-Group as Personnel Officer Trainees), who meet the requirements listed in 2.a. and 2.b. above and who wish to be considered for professional status should submit their requests in writing, describing their educational background and work experience. Applications would be submitted to the Office of Personnel, Career Management Officer, Room 5E68 Headquarters.

5. Deadline

Consideration of applicants for professional status will be conducted annually. Appropriate notices will be published in sufficient time to allow all interested and qualified careerists to apply for conversion to professional status. Applicants who have previously applied but were not accepted must reapply each time the program is announced to receive consideration.